WORK STUDY AND STUDENT EMPLOYMENT JOB DESCRIPTION

JOB TITLE: Interview Day Clinic Tour Guide
HOURLY PAY RATE: Based on the number of years a student has participated in the FWS or CWS Program

The standard student pay rate is $11 for the first year working on campus, and one dollar additional per hour thereafter. If you are requesting a different pay rate, please explain why:

DESCRIPTION OF JOB DUTIES:
● Provides a concise, yet comprehensive tour of New England Eye-Commonwealth and provides insight into the clinical program at NECO
● Assists in the transition between and the end of lunch and loading of coach bus the NEE
● Answers appropriate questions from candidates and guests

QUALIFICATIONS AND/OR SKILLS REQUIRED:
● Excellent communication skills
● Ability to easily build and maintain rapport with candidates and guests
● Dependable
● Willing to provide insight into the life of a NECO optometry student
● Has a strong working knowledge of the clinical program at NECO

DEPARTMENT: Admissions
ACADEMIC PERIOD: 2016-2017

NUMBER OF STUDENTS NEEDED: Varies

TERMS EMPLOYMENT IS NEEDED: Fall and Spring

DAYS AND HOURS: 12:30pm-2:00pm on selected Interview Days

COMMENTS: If you are interested in this position e-mail Paul Mills at millsp@neco.edu

SUPERVISOR: TBD

BUDGET HEAD: Kristen Tobin

ACCOUNT NUMBER: 5002

NOTE: FWS ELIGIBLE STUDENTS HAVE PRIORITY FOR ALL POSITIONS